



Lexington Public Library

Board Orientation Manual

Vision

A community engaged in a lifetime of discovery.

Mission

Lexington Public Library connects people, inspires ideas, and transforms lives.

Core Values

- ◇ Excellence: We don't just help you. We make your day better.
- ◇ Equality: We treat you with fairness and respect.
- ◇ Integrity: We work to earn your trust and honor our heritage.
- ◇ Stewardship: We care for the library that you entrust to us.
- ◇ Passion: We love Lexington, we love what we do, and want you to know it.

Lexington Public Library Board Orientation Manual

Table of Contents

Board Effectiveness 101	1
Committee List	7
Committee Descriptions	8
FY14 Board and Committee Schedule	10
LPL Board Bylaws	11
Funding Statute and Constitutional Amendment	18
“The Taxpayer Who Loved Libraries”	19
KDLA Welcomes You	22
Trustee Orientation Checklist	28

Board Effectiveness 101

Trustee Roles

- Create and develop the mission of the library in conjunction with the Executive Director.
- Select a qualified library director
- Annually evaluate performance of director and develop/review mutually acceptable goals
- Secure adequate funding for the library's operations (public and private support)
- Exercise fiduciary responsibilities
- Adopt policy
- Maintain the facility
- Promote the library in the community
- Conduct the library's business in an open and ethical manner
- Seven voting members
- Board members can serve two, four year terms consecutively. They must take one year off to be re-appointed.

Advisory Board Member Roles

- Assists with roles listed above.
- Actively participate in Board Meetings and discussion and asks questions.
- Can chair Board committees, presence is counted toward a quorum of the committees of which they are appointed.
- Can vote in Committees
- Advisory Board members can serve two, four year terms consecutively. They must take one year off to be appointed to the Board of Trustees.
- Up to 10 Advisory Board members.

Collective Authority

- Individual trustees may not speak or act on behalf of the library unless granted that authority by a vote of the board at an open public meeting
- They may not commit to spending the money of the Library unless granted that authority by a vote of the Board at an open, public meeting.
- The board should speak with one voice once a decision has been made
- A trustee or advisor who disagrees with a board decision may legally speak out publicly but they must make it clear that they do not represent the library

Bylaws

- **Trustees:** number of trustees, how elected, terms and replacement rules
- **Advisory Board Members:** number of trustees, how elected, terms and replacement rules
- **Officers of the Board:** positions, how elected, term limits, roles and replacement rules
- **Meetings:** when meetings held, special meetings, open and public, quorum rules, organizational meetings and agenda
- **Committees:** how members and chair appointed, terms and replacements
- **Library Director:** how appointed, roles and responsibilities and duty to attend meetings

- **Amendments to the Bylaws:** how they are amended
- **Procedure:** Robert's Rules of Order prevail

Board Officers – Chair

- Presides at meetings, sets the meeting “tone”, and works with the director to develop the agenda for meetings
- Provides a monthly report from the chair
- Ensures that all board members contribute in a positive manner
- Serves as the chief spokesperson for the board
- Authorizes calls for special meetings
- Appoints committees
- Executes documents as authorized by the Board
- Serves as an ex-officio member of committees
- The term of president is 2 years in length to facilitate rotation of leadership responsibilities

Board Officers – Vice Chair

- In the event of the absence or disability of the Chair performs the duties and functions of the Chair

Board Officers – Secretary

- The Secretary keeps a record of all meetings of the Board (minutes). These are drafted by the Administrative Support Coordinator and approved at each board meeting. They are signed by the Secretary.
- He or she should be sure that notices of all regular and special meetings are issued
- He or she should be aware of Open Meeting Law requirements, the library's bylaws, and policies and parliamentary procedure
- He or she oversees the maintenance of the board's archives
- A library staff person is assigned the duties of Board Secretary. In general, the Administrative Support Coordinator performs most of these duties.

Board Officers –Treasurer

- The Treasurer sees that the Library maintains adequate and appropriate financial records
- He or she makes recommendations to the Board on the acquisition and disbursement of funds
- Should understand accounting principles and funding sources
- Is aware of all written board-approved fiscal policies and the basic financial procedures used by the library
- Heads the Budget and Finance committee
- Helps the Executive Director to answer questions that other trustees may have about library finances or the audit

Board Committees

- Establish committees when issues are too complex and/or numerous to be handled by the entire board
- For ongoing major activities use standing committees; for short-term activities use ad hoc committees
- Committees recommend policy or resolutions for approval by the entire board
- Standing Committees are: Audit, Budget/Finance, Executive, and Board Development

- Other LPL Board Committees are: Building and Property, Personnel
- Committees are subject to Open Meeting Laws

Code of Ethics

- Library has a written code of ethics policy that addresses:
 - Conflicts of interest
 - Personal benefit
 - Confidentiality of board business

Board Meetings

- Before the Meeting:
 - Bring issues to be addressed to the attention of the Chair and/or Executive Director before the meeting so that the issue can be placed on the agenda
 - Review the entire board packet which includes:
 - Previous meeting minutes
 - Financial reports
 - Quarterly Circulation and website statistics
 - Board and Advisory Board attendance sheet
 - KDLA Monthly Report, and documents related to business listed on the agenda

Attendance

- Regular attendance at board and committee meetings is essential
- The Board Chair, Committee Chair or Executive Director should be notified in advance if attendance is not possible
- Informed trustees make the best possible decisions when it comes time to vote
- By law, Trustees can miss 3 board meetings in 1 fiscal year. Missing four meetings constitutes a mandatory resignation from the Board
- Advisory Board Members are subject to the same laws as Trustees, however absences may be excused in certain emergency or unavoidable situations. Such absences must be brought forward as a motion and approved.

Quorum

- A quorum is the minimum number of trustees required in attendance for the board to conduct business
- Four trustees constitute a quorum
- If four trustees are present at any meeting, it constitutes a quorum, it is considered an open meeting, and must be announced as such

Meeting Focus

- The most effective boards concentrate their time and energy on a few issues that will have a major impact on the library's future
- Focus your attention on issues that really matter

- Focus on the big picture; trained library staff will implement details
- Use the board's time and structure to pursue important issues
- The board needs enough information, in advance, to make the right decisions.
- Ensure that the board works as an effective unit and use all parts of the board

Meeting Length

- Library board meetings generally can be completed within 1 ½ to 2 hours
- Consider using committees or staff for further study of issues in order to make informed decisions.
- Respect each other's time
- If length becomes a problem, establish a time schedule on the meeting agenda and stick to it

Robert's Rules of Order

- Parliamentary procedures are a set of rules for conduct at meetings. This allows everyone to be heard and to make decisions without confusion. <http://www.robertsrules.org/>
- Conduct of all business should be controlled by the general will of the whole membership (majority rules)
- You must preserve the rights of at least a strong minority to require the majority to be deliberate in its decision making
- Allow an opportunity for all sides of an issue to be aired before a decision is made.

Meeting Agendas

- Road map for the meeting
- Stick to the agenda
- Should be collaboratively developed by the Executive Assistant and Board Chair

Typical Agenda

- Call to order
- Approval of minutes
- Friends Report
- Foundation Report
- Department Report
- Financial Report
- Director's Report
- Chairperson's Report
- Committee reports
- New business
- Adjournment

Financial Reports

- Present a picture of the library's financial affairs
- The data generated from the accounting records and presented in the reports serve as the basis for many decisions made by the board and the administration
- The board, Executive Director and all staff tracking the budget must have access to useful and accurate data

- They should be clear and understandable

Open Meetings Law

- All public libraries in Kentucky are subject to the Open Meetings law
- This law requires that library board meetings be open to the public
- In addition, committee meetings and working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend
- Notice of all board meetings must be sent to the news media and posted in the library in which they are held
- Open Meetings or “Sunshine” Law gives citizens the right to hear the deliberations and watch the decision making process.
- Discussions of library matters almost always must take place in “open session”

Executive Sessions

- Executive sessions are meetings from which the public and the news media may be excluded
- Must be convened during an open meeting and only for a limited number of specific purposes
 - Deliberations on the buying or selling of real property;
 - Discussion of proposed or pending litigation against or on behalf of the board;
 - Discussions of hearings which might lead to the appointment, discipline, or dismissal of an individual employee, without restricting that employee’s right to a public hearing if requested.
- The Board may invite non-board members into Executive sessions as they see fit
- Action must take place in “open session”
- Motions to go into executive session must be as specific as possible to explain the reason for the session
- Minutes are not recorded during Executive Session

The Public at Meetings

- The Library cannot place conditions on public attendance at meetings, other than those required to maintain order
- Each agency must adopt its own procedures for allowing members of the public to address the Board publically
- Members of the public are permitted to speak at Library board meetings for 3 minutes, with additional time provided in 3 minute increments at the discretion of the board chair. The board requests written notice of the request and the subject matter to be addressed be delivered to the executive director at least 24 hours in advance of the meeting
- Do not answer questions or get into debates, this time should be reserved for the public to share their thoughts on library issues
- Use staff for follow up
- Board meetings are held to conduct library business. They are not public hearings about library affairs

Meeting Minutes

- A record or summary of all motions, proposals, resolutions and any matter formally voted upon. It does not need to be a transcript
- It must include a record of the vote of all members on all matters voted upon

- Executive sessions where decisions are made must have a record or summary of the final determination
- Minutes must be on hand for public inspection within two weeks of the meeting, even if they have yet to be approved
- Board meeting minutes should be kept forever
- The Library's official record of the Library Board is kept in the Kentucky Room
- Current fiscal year minutes and attachments are kept in the Administration Office

Decision Making

- Decisions are made by the consensus of a trustee majority and not necessarily unanimous agreement
- Once a decision is made by the board, individual trustees are professionally bound to support the consensus decision publicly, even though they might not necessarily agree with the decision privately. When it comes to library board decisions, all trustees should speak with one voice

After the Meeting

- Review minutes for accuracy
- Follow up on questions or concerns
- Review topics discussed but not decided on
- Committees should take action on issues referred to them
- Communicate issues or decisions to appropriate parties

Action Steps

- Annually review bylaws
- Annually review meeting procedures
- As part of the director's annual review consider relationship between the board and the director

**Lexington Public Library
Board of Trustees**

Standing Committees	Chairperson	Board Members	Staff
Board Development Committee Tuesday before the Board Meeting, 4:30	Susan Wright*	Marian Moore Sims David Kesling Sharon Williams*	Ann Hammond Susie Lawrence
Budget & Finance Committee Wednesday before the Board Meeting, 3:30	Ronda Beck*	Kimberly Brennen Mike Burke Stephanie Spires*	Ann Hammond Karen King
Executive Committee As needed	Larry Smith*	Ronda Beck* Stephanie Spires* Susan Wright*	
Committees	Chairperson	Board Members	Staff
Building & Property Committee Monthly, Monday before the Board Meeting, 4:30	Stephanie Spires*	Keith Bohart Timi Goodman* Jordan Parker* Tim Sineath	Jim Chandler Ann Hammond Karen King Susie Lawrence David Porter
Personnel Committee	Sharon Williams*	Tim Sineath	Ann Hammond Tom Wallace

Lexington Public Library Board of Trustees

Board Standing Committees

1. Board Development Committee

Charge –

- a. Nominate the slate of officers for the Board of Trustees
- b. Recommend potential Board and Advisory Board appointees in accordance with the needs identified by the Board Profile Worksheet.
- c. Coordinate & conduct new board member orientation
- d. Assess & restructure committee makeup and charge
- e. Review the Board Bylaws and revise issues of substance accordingly
- f. Review and bring to the Board for approval for any library policies, other than those dealing with personnel.

Meetings – 4:30 PM, Tuesday before the Board Meeting

2. Budget and Finance Committee

Charge -

- a. Review the Library's proposed annual budget and present it to the Board for approval.
- b. Review any proposed amendment or change to the budget prior to presentation to the Board
- c. Review credit card/procurement code expenditures
- d. Review other monthly financial statements
- e. Meet with the Urban County Government Public Library Corporation
- f. Assist in the performance of the Library's annual financial audit

Meetings – 3:30 PM, 2nd Wednesday of the month

3. Executive Committee

Charge –

- a. Serve in an advisory role to the Board Chair
- b. Conduct performance of the LPL executive director

Meetings – As needed

Board Committee

1. Building/Property Committee

Charge –

- a. Coordinate the planning, construction and interior design of new branch library buildings
- b. Coordinate repair and major physical changes to existing library buildings and any plans for remodeling these buildings
- c. Review all recommendations for acquisition, renovation or sale of real property prior to presentation to the Library Board of Trustees for inclusion in the annual budget
- d. Conduct feasibility studies, architectural and engineering studies and take options on sites of property up to amounts previously appropriated in the annual budget
- e. Serve as an instrument of the Library Board and is bound by the Model Procurement Code. This includes the parking garage.

Meetings – 4:30 PM, Monday before the Board Meeting

2. Personnel Committee

Charge –

- a. Review and bring to the Board approval for any Library personnel policy or additions.
- b. Review annual Personnel Budget and compensation plan.
- c. Oversee the relationship between the Board and the Executive Director, including the annual Executive Director Evaluation process.

Meetings – As needed.

FY14 Board and Committee Meeting Schedule



Board Meetings are held second Wednesday of each month at 4:30pm at the location noted below.

2013:

- July 10 – Central
- August 14 – Central
- September 11 – Village
- October 9 – Central
- November 13 – Beaumont
- December 11 – Central

2014:

- January 8 – Eagle Creek
- February 12 – Central
- March 12 – Tates Creek
- April 9 – Central
- May 14 – Northside
- June 11 – Central

Board Committee Meetings; held at 4:30PM in the Board Room of the Central Library unless otherwise noted.

- Building and Property: meets monthly on the Monday before the Board meeting.
- Board Development: meets monthly on the Tuesday before the Board meeting.
- Budget and Finance: meets at 3:30 before the Board Meeting at the location of the Board meeting.

BYLAWS

BOARD OF TRUSTEES OF THE LEXINGTON PUBLIC LIBRARY

Amended and Restated September 2011

ARTICLE I

PURPOSE

The Board of Trustees of the Lexington Public Library ("Board") is a corporate body with perpetual succession [KRS 173.350(1)] in which is vested management and control of the Lexington Public Library [KRS 173.340(1)] for the purpose of providing library service to the people of Lexington-Fayette Urban County.

ARTICLE II

ORGANIZATION AND MEETINGS

SECTION 1. The Board shall consist of seven members [KRS 173.340(1)] appointed for four year terms by the Mayor with the approval of the Urban County Council. Membership shall rotate annually in the sequence 2-1-2-2. Members may serve for two consecutive terms and shall not succeed themselves. The appointing authority shall appoint to unexpired terms [KRS 173.340(2)]. No person is eligible for appointment to the Board or Advisory Board who has a direct or indirect financial interest in the sale of materials or services to the library for which Library funds are expended [KRS 173.340(3)].

SECTION 2. The Board shall hold a regular meeting once each month [KRS 173.350(1)]. Absence of a trustee from four regular Board meetings during any one year of the trustee's term shall constitute the trustee's automatic resignation from the Board [KRS 173.340(2)].

SECTION 3. Each member of the Board has one equal vote on each matter brought to a vote in regular or special meetings. At its last preceding regular meeting, the Board may authorize a vote by proxy on a specific matter to be voted on at the next regular meeting, except as provided in Article X, Section 2 below.

SECTION 4. No authority to act solely on behalf of or bind the Library resides in an individual member of the Board, Advisory Board, Executive Committee or Staff. Individual trustees do not have power or authority to commit the Library or to speak for the Board, unless so authorized on a case by case basis. All authority for operation of the Library resides with the Board, taking action as a quorum and in accordance with applicable laws and regulations. A quorum consists of a majority of the members duly appointed to the Board. No official business may be transacted at any Board meeting and no matter brought to a vote in the absence of a quorum. No standing or appointed committee shall consist of a majority of members duly appointed to the Board.

SECTION 5. The Board Development Committee, Executive Committee, and the Budget and Finance Committee are standing committees. The Board Development Committee nominates the slate of officers for the Board and recommends potential Board and Advisory Board appointees to the Mayor for approval by the Lexington-Fayette Urban County Council. The Board Development Committee is also responsible for coordinating and conducting new board member orientation, assessing and restructuring committee makeup and charges, reviewing the Board Bylaws and revising issues of substance accordingly, and reviewing and bringing to the Board for approval any Library policy changes or additions, such as building use, circulation, gifts and donations, and personnel policies. The Board may establish other committees by majority vote.

SECTION 6. The order of business at a regular meeting of the Board may be:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Friends Report
4. Marketing Report
5. Financial Report
6. Library Use Report
7. Chairman's Report
8. Director's Report
9. Committee Reports
10. Unfinished Business
11. New Business
12. Adjournment

The presiding officer may change this order of business.

SECTION 7. A member of the Board may be removed from office only by vote of the Lexington-Fayette Urban County Council [KRS 173.340(4)].

SECTION 8. All meetings will be conducted in accordance with the latest edition of Robert's Rules.

ARTICLE III

OFFICERS

SECTION 1. The officers of the Board shall be a Chair, a Vice-Chair, a Secretary and a Treasurer nominated and elected during a regular meeting of the Board.

SECTION 2. All officers serve two-year terms [KRS 173.500; 173.735]. They may succeed themselves as officers. Except for filling unexpired terms, officers may serve for two consecutive terms of two year's each in any one office after which they shall not succeed themselves. With the Board's approval, the Chair shall appoint to a vacant office and the appointee shall serve until the next election of officers.

SECTION 3. The Chair, Secretary and Treasurer constitute the Executive Committee. The Vice Chair shall serve on this committee in the absence of any other member of the committee.

ARTICLE IV

DUTIES OF OFFICERS

SECTION 1. The Chair shall preside at all Board meetings. The Chair is eligible to vote on all matters coming to a vote at any Board meeting. The Chair shall appoint all committee members excepting the Executive Committee and the Chair of the Budget and Finance Committee. The Chair is an ex-officio member of all committees. The Chair shall give written notice to any member of the Board or Advisory Board who has accumulated three absences from regular meetings during any one year of the member's term. Failure of the Chair to give written notice shall not exempt a member from statutory obligations to attend meetings.

SECTION 2. With full powers and responsibilities, the Vice-Chair substitutes for an absent Chair. In the event of the Chair's unreasonably extended absence or a vacancy in the office, the Vice-Chair shall perform the Chair's duties until the next election of officers.

SECTION 3. The Secretary shall keep full and accurate minutes of all Board meetings and shall serve as Parliamentarian. If the meeting is recorded using Library equipment and at Library expense, the recording is a public record and must be made available within three days of an open meeting request. There may be a cost associated with the request. The Secretary shall assume the Chair's duties and responsibilities in the absence of the Chair and Vice-Chair. The Secretary shall keep accurate records of attendance at Board of Trustees meetings and shall inform the Chair when any trustee or member of the Advisory Board has accumulated three absences in any one year of the member's term with the exception stated in Article VII.

SECTION 4. The Treasurer shall chair the Budget and Finance Committee. The Treasurer serves as financial advisor on Library matters to the Director. The Treasurer shall execute bond, with good and sufficient surety, the amount to be fixed by the Board [KRS 173.360(2)].

ARTICLE V

FISCAL RESPONSIBILITY

SECTION 1. The Board shall have all powers and duties of a corporate body to govern the Library and to manage its assets, funds, and business affairs, as permitted under KRS Chapter 173. The Board shall keep true and accurate records of all receipts and disbursements and shall review the financial status of the Library at each regular meeting.

SECTION 2. The fiscal year of the Library Board shall begin July 1st and close June 30th.

ARTICLE VI

SPECIAL MEETINGS

Special meetings of the Board may be called by the Chair or in the Chair's absence by the Vice-Chair. Any four members of the Board may request the Chair to call a special meeting. Twenty-four (24) hours previous notice by mail, phone, fax or email of the time and place and item(s) of business to be considered shall be considered ample notice.

ARTICLE VII

ADVISORY BOARD

The Mayor with the approval of the Lexington-Fayette Urban County Council, shall appoint an Advisory Board to give counsel on matters pertaining to the operation and administration of library services for Lexington-Fayette Urban County [Charter Section 7.19 paragraph 3]. The Advisory Board shall consist of no more than ten members. The Board may invite the Advisory Board to attend Board meetings, to participate in discussions and to serve on committees. Members of the Advisory Board shall have no vote in Board meetings. Advisory Board members shall hold terms of the same duration and under the same conditions as those applicable to members of the Board of Trustees. Advisory Board members are not subject to the provisions of Article II, Section 2 regarding absences, in the event the Board of Trustees determines that a meeting was missed for sufficient cause, including, but not limited to, a compelling family need or purpose.

ARTICLE VIII

POWERS AND DUTIES OF THE BOARD OF TRUSTEES

In its concern for continued improvement of the Lexington Public Library, duties of the Board shall include but are not limited to the following:

1. Adopt bylaws and regulations [KRS 173.350(2)];
2. Approve recommendations of candidates to fill vacancies on the Board and Advisory Board when openings occur;
3. Supervise the management and care of Library property [KRS 173.350(2)];
4. Employ a Director and such personnel as the Director shall recommend consistent with the requirements of KRS 171.260. The Board shall not employ as a member of the Library staff any member of the Board or Advisory Board or anyone related more closely than second cousin to any member of either Board [KRS 173.340(3)];
5. Fix the compensation of the Director and Library staff and remove them for cause [KRS 173.350(2)];
6. Approve annually a budget for expenditure of Library funds [KRS 173.350(2)];
7. Approve extraordinary expenditures of Library funds [KRS 173.350(2)];
8. Encourage and receive gifts to the Library [KRS 173.350(3)];
9. Determine Library policies [KRS 173.350(2)];

10. Work for enhancement of the status of libraries and librarians;
11. Submit to the Mayor and Lexington-Fayette Urban County Council an annual report of Library expenditures, Library property and of such other Library matters as it deems of public interest [KRS 173.370]; and
12. The Board may provide a retirement plan for Library employees [KRS 173.410].

ARTICLE IX

THE DIRECTOR

The director shall administer the Library and shall:

SECTION 1. Attend all Board meetings except those which fix or adjust the Director's salary.

SECTION 2. Recommend policies for Board action and carry out those adopted.

SECTION 3. Employ all Library personnel and supervise their work, consistent with the pertinent statutes, and authority delegated by the Board.

SECTION 4. Report regularly to the Board on the progress and needs of the Library; and

SECTION 5. Generally supply informed leadership on Library matters to Library personnel, the Board, Advisory Board and the Library constituency.

SECTION 6. Co-sign with the Board Chair and administer all lease agreements for real property and all other leases after such agreements have first been approved by the Board and the Director has been authorized to execute and administer same.

ARTICLE X

AMENDMENTS TO THE BYLAWS

SECTION 1. A written copy of any proposed amendment shall be supplied to all Board and Advisory Board members via mail or email at least fourteen days prior to the regular meeting at which the Board votes on any amendment.

SECTION 2. Four favorable votes of Board members present at the meeting suffice to pass an amendment provided that the terms of Section 1 of this Article have been observed.

ARTICLE XI

CONFLICT OF INTEREST

The duties and responsibilities entrusted to the Board of the Lexington Public Library are for the purpose of providing library services to Lexington/Fayette Urban County and shall not result in any personal benefit to a member of the Board. In that connection, the Board adopts the following guidelines to address its policies regarding conflicts of interest.

SECTION 1. The Library’s policy regarding conflict of interest shall comply with KRS 173.340 and any guidelines or policies that may be promulgated by the Board, (Budget and Finance Committee Decision Memorandum, Sept. 8, 2005)

“The members of the board shall not receive compensation for their services, but may be reimbursed for their actual expenses incurred in the performance of their duties . . . No board shall newly employ as a member of its library staff any member of the board or any person related closer than a second cousin to any member of the board.. No person is eligible to this office who is directly or indirectly interested in the sale to the library of books, magazines, supplies, equipment, materials, insurance or services for which library funds are expended.” [KRS 173.340(3)]

SECTION 2. This policy shall cover the Board, Advisory Board of Directors and the Executive Director of the Library.

SECTION 3. This provision shall apply to 1.) Board members, Advisory Board members and Executive Director’s primary place of employment and 2.) any entity where a Board member, Advisory Board member or Executive Director is an executive officer 3.) any entity where a Board member, Advisory Board member or Executive Director owns more than five (5%) percent interest or 4.) any other association of the Board member, Advisory Board or Executive Director that may create a legal or ethical conflict of interest or associations that may be perceived by the public to create a legal or ethical conflict.

SECTION 4. Gifts – No member of the Board, Advisory Board or Executive Director shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.

SECTION 5. Confidential Information – No member of the Board, Advisory Board or Executive Director shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

SECTION 6. If a member of the Board, Advisory Board or Executive Director has a potential conflict of interest arising from their association with any organizations or entities that may be involved with the Library, they shall disclose the interest and refrain from discussions and voting on any matter involving this association.

ARTICLE XII

INDEMNIFICATION OF TRUSTEES, ADVISORY BOARD MEMBERS, EMPLOYEES, AGENTS AND OFFICERS

SECTION 1. The Board shall indemnify its members of the Board and Advisory Board to the extent permitted under KRS Chapter 273, and may indemnify its employees, agents and officers to the extent permitted under KRS Chapter 273.

SECTION 2. A member of the Board or Advisory Board of the Library shall not be personally liable to the Library for monetary damages for breach of such Board or Advisory Board member's duties as a Board or Advisory Board member, provided however, that this provision shall not eliminate or limit the liability of a Board or Advisory Board member for the following: (i) for any transaction in which such Board or Advisory Board member's personal financial interest is in conflict with the financial interests of the Library; (ii) for acts or omissions not in good faith or which involve intentional misconduct or are known to such Board or Advisory Board member to be a violation of law; or (iii) for any transaction from which such Board or Advisory Board member derived an improper personal benefit. This Section shall continue to be applicable with respect to any such breach of duties by a Board or Advisory Board member of the Library as a Board or Advisory Board member notwithstanding that such Board or Advisory Board member may thereafter cease to be a Board or Advisory Board member and shall inure to the personal benefit or such Board or Advisory Board member's heirs, executors and administrators.

ATTEST:

Kyle Whalen, Chairman
Board of Trustees
Lexington Public Library

Kevin Weaver, Secretary
Board of Trustees
Lexington Public Library

KRS Statute

173.360 Annual appropriations, amounts -- Powers and duties of board as to funds.

(1) After the legislative body of a governmental unit has made provisions for library service according to any of the methods set forth in KRS 173.310, the legislative body shall appropriate money annually to furnish such service. In library regions it shall not be less than three cents (\$0.03), nor more than ten cents (\$0.10) on each one hundred dollars (\$100) worth of property assessed for local taxation. In counties containing a city of the first class it shall be not more than fifteen cents (\$0.15) on each one hundred dollars (\$100) worth of property assessed for local taxation. In all other governmental units it shall be not less than five cents (\$0.05) nor more than fifteen cents (\$0.15) on each one hundred dollars (\$100) worth of property assessed for local taxation. In those instances where county library service has been established on the initiative of the fiscal court and when an appropriation of less than the minimum amount required by this subsection is proposed, the minimum amount of support for county library service may be determined annually through a mutual agreement of the county library board, the county fiscal court, and the state Department for Libraries and Archives. This agreement shall be reflected in the records of the legislative body of the governmental unit making the appropriation.

(2) All funds for the library shall be deposited monthly to the credit of the library board. These funds shall not be used for any but library purposes. The treasurer of the library board shall be required to execute bond with good and sufficient surety thereon for the faithful performance of his duties, the amount of the bond to be fixed by the board. If the bond has a corporate surety the premium shall be paid from the library fund. The board shall have exclusive control of expenditures, subject to an examination of accounts as may be required by the legislative body, and money shall be paid only upon vouchers approved by the board. The board shall not make expenditures or incur indebtedness in any year in excess of the amount of money appropriated and available for library purposes, except where a library board is the owner of real estate not used for library purposes, in which case they may borrow money secured solely by that property. Principal and interest on indebtedness on real estate owned by a library board not used for library purposes is not chargeable to the library funds derived from taxation.

History: Amended 1964 Ky. Acts ch. 55, sec. 3. -- Amended 1960 Ky. Acts ch. 61, sec. 2. -- Created 1944 Ky. Acts ch. 160, sec. 7.

Kentucky State Constitution

Section 180

Every act enacted by the General Assembly, and every ordinance and resolution passed by any county, city, town or municipal board or local legislative body, levying a tax, shall specify distinctly the purpose for which said tax is levied, and no tax levied and collected for one purpose shall ever be devoted to another purpose.

The taxpayer who loved libraries: how one patron's lawsuit led a library to a big payoff and a bright future. (Joseph M. Hayse of Lexington, Kentucky)

American Libraries

| March 01, 1989 | Carrigan, Dennis

How one patron's lawsuit led a library to a big payoff and a bright future

THAT THE LEXINGTON (Ky.) Public Library needed, all agreed, was a hefty increase in funding to pay for a new main building. Lexington had long since outgrown its 18,000-sq.-ft. Carnegie main library, built for \$60,000 in 1902. For director Ron Steensland and his library board, extensive renovations were out of the question. Situated in a small park, the original structure could expand neither upward nor outward, nor could the present site offer sufficient parking.

A new facility was in order, but sufficient funds to build it were unavailable. For the last 20 years, the library had been limited to court-ordered appropriations that barely paid operating costs.

How the money was eventually raised to build that desperately needed new main library is a story that may be unique in the annals of library funding.

Fighting city hall

In December 1979 library patron Joseph M. Hayse began a taxpayers' class-action suit against the Lexington-Fayette Urban County Government. A researcher for the Commonwealth of Kentucky, Hayse charged the local government with underfunding Lexington Public Library in violation of state law.

Hayse based his suit on a provision of Kentucky statute that requires a community of Lexington's size to appropriate annually to its public library at least 5 cents for every \$100 of the community's assessed property valuation. Since property assessment in Lexington-Fayette County totaled \$4.175 billion in 1979, the annual library appropriation should have been at least \$2.087 million according to this formula. But the local government had appropriated only \$1.226 million to Lexington Public Library for the fiscal year in which Hayse filed suit. Courage of convictions

What prompted Hayse to act? "The physical plant was atrocious," he declares. Not only was the building too small, but the roof leaked and the wiring was in poor condition. Hayse recalls one particular visit to the main library in the late 1970s, when he was barred from the second floor because of administrative concern about the integrity of certain structural beams.

Hayse compared conditions in Lexington's main library building with childhood memories of Louisville (Ky.) Public Library's handsome central facility, a "joy and a pleasure" to visit. For a community of Lexington's size, Hayse concluded, the main library was "pitiful," and all the more

difficult to explain or accept given the local tax base. His growing sense that something simply had to be done caused him to seek out attorney William C. Jacobs.

Lawsuit redux

Even before Hayse brought his suit, the issue of Lexington's library funding level had already come to court. In 1968 the library trustees had sued the county government's antecedent, the City of Lexington, over that very issue. As Hayse would later contend, they argued that the city was delinquent in giving the library its rightful 5cent-per-\$100 minimum funding. Two years later, the court decided for the trustees, only to set aside its ruling within a month so the parties could reach an informal agreement.

In July 1970 the library board and city officials announced an out-of-court settlement. The parties had agreed that the library would receive 2.6 cents per \$100 for 1970 and a tenth of a penny increase annually until 1974, when its appropriation would reach 3 cents per \$100. Remarkably, the court accepted the agreement, though the settlement made no provisions for library funding to reach the 5 cents per \$100 mandated by Kentucky statute. There matters stood until Hayse filed suit. Demanding a fair share

It was the 1970 agreement that Hayse sought to overturn with his 1979 action. He even tried to compel the library board to join him in the suit, filing a motion that the trustees show cause why they should not be enjoined as plaintiffs.

Though Hayse lost the motion, he ultimately won his suit against the local government in April 1983. The Lexington-Fayette Urban County Government appealed the Fayette Circuit Court decision, but in September 1984 the Kentucky Court of Appeals upheld Circuit Judge Armand Angelucci's ruling. Subsequently, the Kentucky Supreme Court declined to review the decision of the Court of Appeals.

While the Supreme Court decision was still pending, Lexington Mayor Scotty Beasler had agreed to increase library funding to mandated levels, but only to finance construction of a new central library. Once the Supreme Court declined to intervene, that increase became permanent, and was "no longer a gift," as library board chair Frances Lamason told the Lexington Herald-Leader. Sharing the wealth

As a direct result of Hayse's victory, Lexington Public Library funding grew by almost \$500,000 within one fiscal year, from a presettlement appropriation of some \$1.7 million in fiscal 1984 to about \$2.1 million in fiscal 1985. And as state law ties Lexington library revenues to property values in the area, library appropriations will continue to rise whenever assessments increase.

There was not the least doubt about how to spend the additional funds that Hayse won for Lexington Public. In December 1984, between the Court of Appeals and Supreme Court rulings, local government officials announced that a new main library would be built adjacent to Central Park, several blocks from the Carnegie site.

Developers situated the 110,000-squarefoot library in a downtown complex that would also include apartments and parking. To fund the library portion of the complex, officials added the proceeds of an \$8.7 million bond issue sold in June 1986 to the \$3.2 million surplus collected by Lexington Public since the lawsuit was settled. Under construction since July 1987, the new facility will open this spring.

Steensland describes the public-private financial partnership funding the complex as "a win-win situation for all concernedthe local government, the private developer, the library board, and the citizens of Lexington."

Nothing could please Hayse more than to see the increased revenue generated by his successful suit help finance a new central library. It was exactly what he had in mind when, a decade ago, he first sought legal advice about bringing the suit. Soon, thanks to his efforts, the citizens of Lexington-Fayette County will have a central library of which they can be proud.

KDLA Welcomes You as a New Public Library Trustee!

The Kentucky Department for Libraries and Archives (KDLA) is the state government agency whose mission is to support and promote access to library services and to ensure that documentation of government activities is created, preserved, and made available for public use. The most visible aspect of KDLA for public libraries is the Regional Consultant.

There are eight regions in KDLA's regional system. Each region is comprised of 15 counties and is served by KDLA Field Services Consultants and staff.

Your Regional Consultant is a librarian who will be *serving your need to know* more about the details and varied requirements of your duties and will provide guidance and support as you navigate the complicated arena of contemporary libraries. All of the KDLA team is committed to helping your Board, Library Director, and staff in creating a library that plays a valuable and indispensable role in improving the quality of life in your community.

Your Regional Consultant is:
Anne Van Willigen and your library is in Region 6.

Ten things every new trustee needs to know:

NOTE: The statute under which the library district was formed determines which section of the Kentucky Revised Statutes applies to the operation of your library.

1. No authority rests in the individual trustee; only in the board taking action as a quorum.
2. A trustee term is four years, unless fulfilling an unexpired term. (KRS 173.340; 173.490; 173.730)
3. More than three absences from regular monthly board meetings during a term year results in an automatic resignation. (KRS 173.340; 173.490; 173.730)
4. A quorum, or majority, of trustees need to be present to take an action (for most libraries this is 3 of the 5 trustees).
5. Boards must meet once each month at a regularly scheduled time. (KRS 173.350; 173.500; 173.735)
6. Board meetings are open to the public and must be held in a public place. (KRS 61.800-61.850)
7. The library board's minutes, budget, and annual report are subject to open records requests. (KRS 61.870-61.884)
8. Be familiar with the library's long range or strategic plan, policies, and procedures.
9. Review the contents of the Board packet sent out in advance of the monthly Board Meeting and ask questions if you have them.
10. Be an advocate for the Library in your community and with local and state officials!



The successful library trustee will:

- Learn about issues that impact libraries and library services
- Make a serious commitment to and accept the significant legal responsibility of the Trustee's position
- Attend all board meetings and arrive prepared to conduct business by studying the agenda and board packet prior to the monthly meeting
- As a team member, contribute your ideas, questions, and concerns on all issues under discussion and allow everyone to freely contribute differing viewpoints
- Know and follow pertinent laws – especially the Open Meetings Laws
- Work to obtain adequate funding and ensure effective use of library resources.

Getting started:

The Library Director can provide the following information to help familiarize you with your new position as a Library Board Trustee:

- A tour and brief history of the library and introduction to key staff and library programs
- General library information including hours of operation, library calendar and brochures, an overview of programs, services, and facilities
- The date and time of board meetings; length of your appointment; board bylaws and policies; a list of the board members, including their position, term of office, and contact information
- A copy of the most recent annual report, audit, current budget, and strategic plan
- The last six months of board packets which include the minutes, financial statements, and other documents that were considered during the meetings
- A copy of library personnel policies and operation policies.

Where to find additional information:

KDLA Web site: <http://kdla.ky.gov/Pages/default.aspx>

KDLA Regional Map: <http://kdla.ky.gov/librarians/plssd/Documents/regions020211.pdf>

What to Expect From KDLA's Regional Consultants:

<http://kdla.ky.gov/librarians/Documents/KDLARegionalConsultants.pdf>

KY Public Library Trustee Manual:

<http://kdla.ky.gov/librarians/Documents/trusteemanual.pdf>

Trustee Oath of Office: <http://kdla.ky.gov/librarians/Documents/Oathofoffice.pdf>

Directions for Going into Executive Session:

<http://kdla.ky.gov/librarians/Documents/ExecutiveSession.pdf>

Your Duty under the Law (July 2008): Receipt of this document is required within 60 days of your appointment. http://ag.ky.gov/NR/rdonlyres/DDB68390-D61F-4771-96D0-32A3DB794710/0/YourDutyUndertheLaw_708_.pdf

Where to find more additional information:

Managing Government Records (July 2008): Receipt of this document is required within 60 days of your appointment. <http://ag.ky.gov/NR/rdonlyres/7729340C-B0FC-4ABF-BBE4-E668020686F8/0/ManagingGovernmentRecordsFinal.pdf>

Proof of Receipt: This form is signed and retained on Library premises. A copy may also be provided to the County Judge/Executive. <http://ag.ky.gov/NR/rdonlyres/6668F8A3-922D-4D97-91FD-67D2572396A6/0/proofofreceipt.pdf>

Kentucky Public Library Standards:

<http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx>

Sample Library Policies: <http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx>

Auditor of Public Accounts Recommendations for Public and Nonprofit Boards – 3/4/2010:

http://www.auditor.ky.gov/Public/Audit_Reports/Archive/2010BoardRecommendationsLetter3-4-10.pdf

Kentucky Public Library Statistics:

<http://kdla.ky.gov/librarians/plssd/Pages/LibraryStatistics.aspx>

National Public Library Statistics: <http://connect.informata.com/>.

NOTE: You must use Internet Explorer to access this site. Your director can provide the User Name and Password to access this data.

Stay updated – E-resources:

Trustee Tip of the Month: Distributed by your Regional Librarian, the *Tip* will provide helpful information on topics that are important in fulfilling your duties as a Trustee. Previous *Tips* are also available online at: <http://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx>

Trustee List: An e-mail discussion list to ask other Trustees questions and to provide and receive notices on important information.

To join the list, send an e-mail with the subject “Kentucky Library Trustees” to Nicole.Frilling@kentonlibrary.org. In the body of the message, list your name and the name of your library. You will receive instructions for posting to this moderated discussion list.

KPLA Listserv®: an e-mail list for anyone interested in public libraries.

To subscribe to the KPLA Listserv®, send an e-mail message to LISTSERV@LSV.UKY.EDU with the following message: *sub KPLA-LIST Your Name* (example: *sub KPLA-LIST Mary Smith*).

Kentucky Public Library News Digest: The *Digest*, published once a day, 4-5 days a week, includes articles and editorials relating to public libraries in Kentucky and other articles of interest to library supporters. To receive the *Digest*, send an e-mail to Nikole.Wolfe@ky.gov.

Libraries & Archives Monthly: KDLA E-newsletter:

L&AM is sent via e-mail to anyone who wishes to receive it. To subscribe, give your e-mail address to your Regional Librarian or send an e-mail message to the editor, Paige.Sexton@ky.gov.

Organizations of interest:

Kentucky Library Association (KLA): <http://www.kylibasn.org/>

Provides leadership and initiatives for continuing improvement of all types of libraries. Holds a Fall Conference with a focus on general library issues.

Kentucky Public Library Association (KPLA): <http://kpla.org/>

Holds a Spring Conference with a focus on public library issues. Provides leadership and initiatives for KY's public libraries.

Kentucky Library Trustee Round Table (KLTRT): <http://www.kylibasn.org/rtt676.cfm>

Meets at the Fall and Spring Conferences to discuss Trustee education & initiatives.

American Library Association (ALA): <http://www.ala.org/>

The oldest and largest library association in the world, providing leadership for the development, promotion and improvement of library services to ensure access to information for all.

Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF):

<http://www.ala.org/ala/mgrps/divs/altaff/index.cfm>.

ALTAFF provides help to Trustees, Friends and Foundations for working together at the local, state, and national levels to effectively promote and advocate for libraries.

National Documents of interest:

American Library Association Library Bill of Rights:

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf>.

ALA Issues and Advocacy Resources: Additional information and resources are available on topics and issues of interest at: <http://www.ala.org/ala/issuesadvocacy/index.cfm>.

ALTAFF Trustee Ethics Sample Policy

<http://www.ala.org/ala/mgrps/divs/altaff/trustees/orgtools/policies/ethics-1.doc>

Job Description for Public Library Boards Members:

“Government is a trust, And the officers of government are trustees; and both the trust and trustees are created for the benefit of the people.”

Henry Clay (1829)

Public library boards have five primary roles:

1. **Hire and evaluate the library director.** One of the most important decisions that a board will make is in hiring a qualified and effective director. This selection will have a major impact on the future success of the library.

The Board, speaking as one voice, partners with the director by providing direction through the goals set in the library's strategic plan; by delegating all day-to-day management responsibility, including supervision of all other library staff, to the director; and by monitoring the director's effectiveness in providing library services to the community.

The board evaluates the director's effectiveness on a regular basis—usually annually. This is an opportunity to reflect on the previous year's progress and to plan for the upcoming year. Regular evaluation ensures that the director and board are in agreement on the progress made in providing the excellent library services that every community deserves.

2. **Monitor and evaluate the overall effectiveness of the library.** Boards are entrusted with the responsibility to make sure the library is operating efficiently and effectively. Major areas that the board monitors include the handling of the finances, the director's effectiveness, and the progress on the strategic plan.

Careful examination of the financial reports, vouchers, and the library's statistics are important tools for monitoring the wise use of resources. In addition, the Annual Report and the Library Standards can also be used in measuring the effectiveness of library services.

The board should also adopt a tool to monitor its own performance on an annual basis.

3. **Plan for the future of the library.** The library board is ultimately responsible for seeing that the library provides the best possible service to its community. A strategic plan prepares for the library's future. It provides a tool for accountability to the community and makes the job of the board, director, and library staff easier by pulling together all the decisions about budgeting, personnel, capital improvements, library services in response to the community's needs.

The plan's specific goals and objectives describe how the library will focus its resources and which programs and services the library will provide, giving everyone a tool for measuring the library's successes.

4. **Set library policies.** The library board spends much of its time on developing policies that reflect the library's philosophy of service. Well-defined and well-written policies guide the trustees and staff in carrying out their duties.

Policies ensure conformity to federal, state, and local laws. They allow high-quality service and fair treatment of all customers and staff. Once adopted by the board, library employees carry out the policies on a day-to-day basis.

Policies should be reviewed on an annual basis to ensure proper oversight and responsiveness to a continually changing environment.

5. **Advocate for the library.** To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library by telling the library's story to taxpayers, donors, and elected officials.

As a library advocate, you may pursue opportunities to speak with community groups where you can tell the library story. Some carefully chosen statistics and having some example stories of how people are using and benefiting from the library can make a persuasive impression when speaking to civic groups, legislators, or even your friends and neighbors.

Because trustees are citizen volunteers with no direct financial stake in library funding issues, they are in a unique position to be effective in the governmental arena by keeping the

library's financial needs in front of elected officials. Boards and trustees can do that by writing, calling, and visiting their elected officials frequently.

Expanded and adapted from: *The Library Trustee: A Practical Guidebook*, edited by Virginia G. Young, American Library Association, Chicago, 1995

<i>Library Boards Govern ~ Library Directors Lead ~ KY Dept. for Libraries & Archives Supports</i>		
Responsibilities	Board	Director
Daily Operations	None	Responsible for the daily operation of the library.
Library Personnel	Hire, monitor, and annually evaluate library director.	Hire, monitor and evaluate library staff.
Fiscal Operations	Evaluate and approve a budget that supports library goals. Monitor income and expenditures.	Determine financial needs of library. Expend money according to approved budget.
Policies	Regularly review and adopt policies.	Recommend new and revised policies.
Strategic Planning	Develop and adopt a Strategic Plan. Monitor annually for progress.	Coordinate planning activities and draft a Strategic Plan for Board approval.
Advocacy	Participate in organized events to promote support for library funding and issues. Regularly contact community leaders and officials to raise awareness of library impact and needs.	Advise Board of library advocacy initiatives and provide statistics and stories for Trustees to use. Participate in organized advocacy events.
Continuing Education	Attend forums or educational activities on library issues to become certified.	Advise Board of CE opportunities. Manage library staff certification activities.

Trustee Orientation Checklist

It is the recommendation of KDLA that a new trustee will begin his/her term with an orientation consisting of an introduction and overview of the library and board procedures and documents. This first step will be provided by the library director with the support and assistance of the board trustees.

The library director will coordinate with the regional consultant on providing the new trustee orientation within 3 months of the trustee's new appointment.

It will be the responsibility of the Regional Consultant/Library Director to obtain signatures and forward the completed checklist to the Continuing Education Consultant's Office at KDLA.

1. The board president/designee or the library director will contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.

☐ Board representative

☐ Director

☐ _____ (Date)

☐ Trustee has taken the oath of office from the County Judge/Executive or a notary public.

2. The library director will share the following information with the new trustee:

A. These items must be handed to the trustee at the orientation:

☐ *KY Public Library Trustee Manual* <http://kdla.ky.gov/librarians/trustees/Pages/TrusteeManual.aspx>

☐ List of board members, indicating terms of office and board officers, and committee members and advisory board members (if applicable)

☐ Location, schedule, and conduct of meetings (sample agenda)

☐ Board bylaws & policies

☐ *Your Duty Under the Law*: http://ag.ky.gov/civil/orom/Documents/YourDutyUndertheLaw_708_.pdf

☐ *Managing Government Records*: <http://ag.ky.gov/civil/orom/Documents/ManagingGovernmentRecordsFinal.pdf>

☐ *Proof of Receipt*: <http://ag.ky.gov/civil/orom/Documents/proofofreceipt.pdf>

B. These items must be discussed and made available for review upon request:

☐ Library's latest Annual Report

☐ Library's Standards Report (if available)

☐ Library's long-range/strategic plan

☐ Library's current and previous year's budget

☐ Tax Rate (taxing districts only)

☐ Board packets from the previous three months, including minutes, statistics, and financial reports

☐ Organizational chart of the library staff with names and titles

☐ Library's policies

☐ Brochures or other concise information about the library or library services

☐ Recent library accomplishments

☐ Board relationship to the library director, the library staff, and the community

3. The orientation will include a tour of the library and an introduction to the staff.

☐ Tour given by _____ on _____ (date)

Items to discuss on the tour:

☐ How the library is organized and governed

☐ How the library is funded

☐ How the library is operated day to day

☐ How the library is linked to other resources and libraries

☐ How the library serves the needs of the community

☐ How the library could better serve the community

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The library director will coordinate with the regional consultant on providing the new trustee orientation within 3 months of the trustee's new appointment.

It will be the responsibility of the Regional Consultant/Library Director to obtain signatures and forward the completed checklist to the Continuing Education Consultant's Office at KDLA.

The regional consultant will share more detailed information on the following items:

- ☐ *KDLA Welcomes You as a New Public Library Trustee!*
 - Trustee Job Description: <http://kdla.ky.gov/librarians/trustees/Documents/KDLA%20Welcomes%20You.pdf>
- ☐ *What to Expect From KDLA's Regional Consultants:*
<http://kdla.ky.gov/librarians/Documents/KDLARegionalConsultants.pdf>
- ☐ *KY Public Library Trustee Manual:* <http://kdla.ky.gov/librarians/trustees/Pages/TrusteeManual.aspx>
 - Library board statutory powers and duties
 - Board relationship to the library director, the library staff, and the community
 - KRS on library issues
 - Sample minutes
- ☐ KDLA Organizational Chart: <http://kdla.ky.gov/common/aboutkdla/Documents/kdlaorgchart.PDF> and
Regional Map: <http://kdla.ky.gov/librarians/plssd/Documents/regions020211.pdf>
- ☐ State Auditor's Recommendations: <http://auditor.ky.gov/CPATOOLS/Pages/32BoardOversightRecommendations.aspx>
- ☐ Trustee page on KDLA website: <http://kdla.ky.gov/librarians/trustees/Pages/default.aspx>
- ☐ Important Dates; including legal requirements and deadlines
- ☐ *Your Duty Under the Law: Open Meetings/Open Records:*
http://ag.ky.gov/civil/orom/Documents/YourDutyUndertheLaw_708_.pdf
- ☐ *Managing Government Records:*
<http://ag.ky.gov/civil/orom/documents/ManagingGovernmentRecordsFinal.pdf>
- ☐ *Directions for Going into Executive Session:* <http://kdla.ky.gov/librarians/Documents/ExecutiveSession.pdf>
- ☐ Sample Library Policies: <http://kdla.ky.gov/LIBRARIANS/LIBRARYPOLICIES/Pages/default.aspx>
- ☐ *Kentucky Public Library Standards:* <http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx>
- ☐ Trustee Tips: <http://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx>
- ☐ Library Trustee Self-Assessment: <http://kdla.ky.gov/librarians/Documents/Trustee%20Self-Assessment.pdf>
- ☐ KDLA CE for trustees (forums, workshops, online training opportunities)
- ☐ Trustee Voluntary Certification
- ☐ Records Retention schedules:
 - *Public Library and Library Board Records Retention Schedules:*
<http://kdla.ky.gov/records/recrententionschedules/Documents/Local%20Records%20Schedules/PublicLibraryRecordsRetentionSchedule.pdf>
 - *Local Governments General Records Retention Schedule:*
<http://kdla.ky.gov/records/recrententionschedules/Documents/Local%20Records%20Schedules/LocalGovernmentGeneralRecordsRetentionSchedule.pdf>